CHANGES IN THE ARMY NURSE CORPS

CHANGES IN THE ARMY NURSE CORPS RECORDED IN THE SURGEON-GENERAL'S OFFICE FOR THE MONTH ENDING MARCH 6, 1902.

ARMSTRONG, GRACE, transferred from Military Hospital, Iloilo, P. I., to duty on Hancock en route to the United States. Arrived in San Francisco February 26 and assigned to temporary duty at the General Hospital, Presidio.

Barnes, Susan H., transferred from the Military Hospital, Iloilo, P. I., to duty at the First Reserve Hospital, Manila.

Brown, Mrs. Jessie M., transferred from the Military Hospital, Vigan, to temporary duty at Candon, P. I.

Dalgleish, Elspeth, formerly on duty at the Military Hospital, Vigan, P. I., discharged in Manila.

Deeley, Julia J., transferred from the First Reserve Hospital, Manila, P. I., to duty on Meade en route to the United States. Arrived in San Francisco February 17 and assigned to temporary duty at the General Hospital, Presidio.

Hanbury, Anna A., recently arrived in the Philippines and assigned to duty at the First Reserve Hospital, Manila.

Harrison, Mary A., formerly on duty at Santa Mesa and First Reserve Hospitals, Manila, P. I., discharged in Manila.

Kennedy, Emma L., transferred from the First Reserve Hospital, Manila, to the Base Hospital, Calamba, P. I.

Lasswell, Ida H., transferred from the Convalescent Hospital, Corregidor Island, P. I., to duty on the Meade en route to the United States. Arrived in San Francisco February 17 and assigned temporarily to General Hospital, Presidio.

Linsley, Mrs. Anne Goss, formerly on duty at the General Hospital, Presidio, San Francisco, Cal., discharged.

Lippert, Ida Dora, transferred from the Military Hospital, Calamba, P. I., to duty on Hancock en route to the United States. Arrived in San Francisco February 26 and assigned to temporary duty at the General Hospital, Presidio.

Locke, Mrs. Bessie R., formerly on duty at the Military Hospital, Iloilo, and the First Reserve Hospital, Manila, P. I., discharged.

Mann, Mrs. Emilyn P., sailed from San Francisco February 8 on the transport Grant to return to duty in the Philippines.

Rice, Margaret Van Schaick, formerly on duty at the Santa Mesa and First Reserve Hospitals, Manila, arrived in San Francisco February 26 for discharge.

Richmond, Edith L., transferred from duty at the First Reserve Hospital, Manila, P. I., to the transport Meade en route to the United States. Arrived in San Francisco February 17 and assigned to temporary duty at the General Hospital, Presidio.

Richmond, Vena E., transferred from the First Reserve Hospital, Manila, P. I., to duty on the Meade en route to the United States. Arrived in San Francisco February 17 and assigned temporarily to the General Hospital, Presidio.

REGULATIONS GOVERNING THE ARMY NURSE CORPS, U.S.A., ADOPTED AUGUST 22, 1901

GENERAL ORDERS, No. 113.

By direction of the Acting Secretary of War, the following regulations governing the Army Nurse Corps are published for the information and guidance of all concerned:

1. Section 19 of the act "To increase the efficiency of the permanent military establishment of the United States," approved February 2, 1901, provides as follows:

"SEC. 19. That the Nurse Corps (female) shall consist of one superintendent, to be appointed by the Secretary of War, who shall be a graduate of a hospital training-school having a course of instruction of not less than two years, whose term of office may be terminated at his discretion, whose compensation shall be one thousand eight hundred dollars per annum, and of as many chief nurses, nurses, and reserve nurses as may be needed. Reserve nurses may be assigned to active duty when the emergency of the service demands, but shall receive no compensation except when on such duty: *Provided,* That all nurses in the Nurse Corps shall be appointed or removed by the Surgeon-General, with the approval of the Secretary of War; that they shall be graduates of hospital training-schools, and shall have passed a satisfactory professional, moral, mental, and physical examination: *And provided,* That the superintendent and nurses shall receive transportation and necessary expenses when travelling under orders; that the pay and allowances of nurses, and of reserve nurses, when on active service, shall be forty dollars per month when on duty in the United States and fifty dollars per month when without the limits of the United States. They shall be entitled to quarters, subsistence, and medical attendance during illness, and they may be granted leaves of absence for thirty days, with pay, for each calendar year; and, when serving as chief nurses, their pay may be increased by authority of the Secretary of War, such increase not to exceed twenty-five dollars per month. Payments to the Nurse Corps shall be made by the Pay Department."

DUTIES OF SUPERINTENDENTS AND NURSES.

2. The superintendent of the Army Nurse Corps, under the direction of the Surgeon-General of the army, will have general supervision of the corps, and her duties and the duties of the chief nurse and nurses shall be as prescribed by the Surgeon-General.

APPLICATIONS FOR APPOINTMENT—QUALIFICATIONS.

3. Applications for appointment in the Army Nurse Corps should be made to the Surgeon-General, and before being placed on the eligible list the applicant must pass the prescribed examinations, as follows:

(*a*) *Physical Qualifications.*—A statement of her physical condition will be filled out in her own handwriting and sworn to before a notary public. She will also submit a certificate of health from at least one reputable physician personally acquainted with the applicant. Blanks for these purposes will be furnished by the Surgeon-General.

(*b*) *Moral and Professional Qualifications.*—The date of her graduation, the moral character of the applicant, and her professional qualifications during her period of training and at date of graduation, and so far as known at the time

of application, will be certified by the superintendent of nurses at the hospital from which she graduated. If she was trained under a former superintendent of nurses the indorsement of the latter is also desirable. Applicants must have graduated from a training-school for nurses which gives a thorough professional education, both theoretical and practical, and which requires two years' residence in an acceptable hospital.

(*c*) *Mental Examination.*—Applicants will be required to answer in writing certain practical questions prepared by the Surgeon-General.

(*d*) Approved candidates will be placed on the eligible list for appointment as their services may be required.

(*e*) An applicant will not be placed on the eligible list unless she agrees to serve in the army for at least three years.

APPOINTMENT AND DISCHARGE.

4. The appointments and discharges of nurses shall be made by the Surgeon-General subject to approval of the Secretary of War.

(*a*) Nurses may be discharged from the service (1) at any time when their services are no longer needed, (2) at their own request, supported by good and sufficient reasons, and (3) for misconduct. Recommendations for the discharge of a nurse on account of misconduct will be submitted to the Surgeon-General, with a report of the facts after careful investigation, of which she shall have due notice and at which she shall be given a fair opportunity to be heard in her own defence.

(*b*) The following form will be used in making appointments of nurses to the Army Nurse Corps:

"ARMY NURSE CORPS,
"WAR DEPARTMENT,
"SURGEON-GENERAL'S OFFICE,
"Washington,....., 190...

"With the approval of the Secretary of War,..... is hereby appointed.....in the Nurse Corps (female) under the act of Congress approved February 2, 1901, to date from..... ....., 190.., and will enter upon her duties after taking the oath prescribed by section 1757 of the Revised Statutes of the United States.

".....,
"Surgeon-General, U. S. Army."

(*c*) Upon honorable discharge from service the following indorsement will be placed on the appointment of the nurse:

".....,190...

"With the approval of the Secretary of War, honorably discharged from the Army Nurse Corps, ..., 190...

".....,U. S. Army."

The authority directing her discharge will be quoted.

ASSIGNMENTS AND DUTIES.

5. Army nurses will be assigned to duty at military hospitals under the direction of the Surgeon-General of the Army. At hospitals where there are two or more nurses serving one will be assigned to duty as chief. Nurses ap-

pointed will be required to serve wherever their services may be needed at home or abroad.

(*a*) The tour of duty without the limits of the United States will usually be at least two years.

(*b*) Nurses cannot leave their stations except under orders or when granted a leave of absence.

(*c*) Nurses travelling under orders on transports will assist in the care of officers or enlisted men in need of their services when requested to do so by the attending surgeon.

(*d*) The families of officers are not entitled to the services of army nurses except as provided in paragraph 11 (*c*).

(*e*) A nurse will not receive presents from patients nor from the relatives or friends of patients.

(*f*) After appointment, unless otherwise ordered by the Surgeon-General, a nurse will serve for at least three months in the United States, during which period she will be given special instruction in army nursing.

(*g*) When female nurses are required for service at a hospital the surgeon in charge will make application to the Surgeon-General, through the chief surgeon, for as many as may be needed, stating the circumstances and the necessities of the case.

(*h*) Should there be a surplus of nurses at any hospital the officer in charge will immediately report the fact to the chief surgeon, who will forward the report to the Surgeon-General and ask for instructions. In the Division of the Philippines the chief surgeon will order surplus nurses to the United States, and direct them to report *immediately on arrival* in the States to the chief surgeon of the department, who will place them on temporary duty and request instructions from the Surgeon-General.

(*i*) When a nurse is directed to proceed to her home for discharge she will be instructed to report immediately on arrival by letter to the Surgeon-General.

(*k*) Every change in the status of nurses, such as arrival, departure, leaves of absence granted, orders given, death, etc., will be promptly reported to the Surgeon-General through the chief surgeon by the officer in charge, giving Christian names and surnames in each instance. For this purpose information slips may be used.

TRANSFERS.

6. Transfers from one division or department to another will not be made, except by authority of the Surgeon-General, but a chief surgeon may transfer nurses, should the exigencies of the service require it, from one hospital to another within his division or department.

(*a*) Transfers of nurses will be immediately reported to the Surgeon-General, with a full statement of the circumstances in each case and a special efficiency report prepared by the chief nurse.

PAY.

7. The pay and allowances of nurses and reserve nurses when on active service shall be forty dollars per month when on duty in the United States and fifty dollars per month when without the limits of the United States.

(*a*) Chief nurses receive the same allowances as nurses. Their pay is regulated as follows: When assigned to duty as chief nurse at any hospital where two or more nurses are stationed they shall receive, in addition to pay as nurse,

five dollars per month; where five or more nurses are stationed the chief nurse shall receive, in addition to pay as nurse, ten dollars per month; where ten or more nurses are stationed the chief nurse shall receive, in addition to pay as nurse, twenty-five dollars per month. In no case shall a nurse be paid more than seventy-five dollars per month.

(*b*) Nurses will be paid on monthly pay rolls to be furnished by the Pay Department prepared and properly certified by the officer under whom they may be serving, signed by the nurse, and forwarded either to the chief paymaster of the division or department or presented to the paymaster visiting the post for settlement. All payments to a nurse must be noted on her appointment.

(*c*) Discharged nurses will be paid on pay rolls prepared by the officer under whom she may be serving at the date of discharge. The pay accounts of nurses ordered home for discharge will be prepared in the Surgeon-General's Office.

(*d*) When a nurse is under orders to leave her station or is granted a leave of absence the officer in charge of the hospital will indorse on her appointment the date of her departure, with date and source of order, date of last payment, and name of paymaster by whom paid. The date of return to duty will also be indorsed thereon.

TRANSPORTATION.

8. Before starting on a journey at public expense a nurse must receive a written order from proper authority together with a transportation request for her railway ticket and sleeping-car or transport accommodations.

(*a*) When travelling under orders no delay in starting and no stop-over privileges are allowed.

(*b*) Nurses travelling under orders will be entitled to transportation, with sleeping-car accommodations by rail and state-rooms on boats, at public expense, under the regulations governing transportation for the army. They will in all cases be entitled to transportation of one hundred and fifty pounds of personal baggage. Transportation will be procured where practicable from officers of the Quartermaster's Department, and in cases where not practicable nurses may pay their own travel fare and include the cost, not to exceed that of first-class limited tickets from initial point to destination without stop-over privileges, in their expense accounts, which must bear certificate that they actually paid the amount as charged and be accompanied by the original or certified copy of orders upon which they were travelling.

(*c*) A nurse ordered home for discharge from service outside of the United States usually gets transportation to New York or to San Francisco. On arrival in either city she will proceed to the Army Building, where on presentation of her travel order she will be furnished transportation to the point designated as her home, which hereafter must be fixed at the time of appointment.

(*d*) Travel to and from points beyond the limits of the United States and between island possessions in all cases where practicable will be by army transport.

(*e*) Transportation will not be furnished for any journey which a nurse may take while on leave of absence.

(*f*) When travelling under orders from competent authority, where any enforced delay occurs from unavoidable causes a nurse may be allowed one dollar * per day for lodging at stop-over points en route, to be paid by the Quartermaster's Department.

(*g*) When expenses are incurred as above an itemized account, in duplicate,

* Since increased to three dollars.

with date and place of incurrence of each item, will be prepared and attached to Blank No. 13½, Quartermaster's Department, which must be properly filled out, signed by the nurse, and sworn to before a notary. The receipts on the blanks will also be signed by the nurse. When practicable to obtain them duplicate receipts for the items charged will be submitted. When it is impracticable to obtain receipts this fact should be so stated in the affidavit.

QUARTERS.

9. Nurses will be furnished quarters according to the accommodations available at each hospital, and where there are several nurses one room or wall tent will be provided as a common sitting-room.

(*a*) Sheets, towels, pillow-cases, table-linen, and other washable articles will be furnished by the hospital for the nurses' use, to be washed as part of the hospital laundry.

SUBSISTENCE.

10. A nurse will receive one ration in kind per day, and when stationed on duty at places where rations cannot be furnished she will receive commutation of rations at seventy-five cents per day.

(*a*) When on leave of absence with pay a nurse will receive commutation of rations at twenty-five cents per day.

(*b*) When travelling under orders from competent authority a nurse will be allowed commutation of rations at the rate of one dollar and fifty cents per day. On Government transports nurses will be provided with meals free of charge.

LEAVE OF ABSENCE.

11. The total duration of leave of absence with pay granted a nurse shall not exceed thirty days for each calendar year.

(*a*) An additional leave without pay or allowances not to exceed one month may be granted when the service will permit.

(*b*) The commanding officer of a general hospital, or officer in charge of a hospital, may grant a leave of absence to a nurse when it can be done without detriment to the service. No leave of absence will be granted unless requested by the nurse in writing. The original paper granting the leave will be given to the nurse and the facts reported to the Surgeon-General.

(*c*) Nurses on foreign service cannot be granted leave "to take effect after arrival in the United States," but nurses assigned to transport duty may be granted leave after reaching port.

(*d*) A nurse on leave of absence in the United States will report in writing to the Surgeon-General at least one week prior to the expiration of said leave.

(*e*) At places where the services of trained nurses are not otherwise obtainable a nurse may, if she so desires, and with the approval of the officer in charge of the hospital, be granted a special leave without pay or allowances in order to take a private case, such leaves not to exceed sixty days.

(*f*) An extension of leave of absence may be granted by the officer granting the original leave or by the Surgeon-General, provided that leave with pay shall not exceed thirty days for each year.

ILLNESS.

12. A nurse is entitled to receive medical attendance from an army surgeon and medicines when ill. This will be provided for at the hospital where she may

be serving, but when it is reported as desirable the Surgeon-General, or chief surgeon within his department, may give orders for a nurse's transfer to and treatment in some other army hospital. Bills contracted by a nurse for medical attendance cannot be allowed, nor will extra leave of absence with pay be granted because of illness.

(*a*) A nurse will not be discharged for disability contracted in line of duty until after reasonable time has been allowed for treatment unless the case requires immediate action and at her request. Full reports in all cases of nurses under treatment in hospital should be promptly forwarded to the Surgeon-General for his information.

CHIEF NURSE.

13. The chief nurse will render efficiency reports of the nurses serving under her on the first days of March, June, September, and December of each year. A special report will be made also when the chief nurse is about to be relieved from duty at a hospital. Special efficiency reports of an individual nurse will be made whenever she is ordered away from the hospital. Only matters which relate *exclusively to the efficiency* of the nurses will appear on these reports. Blanks for efficiency reports will be furnished by the Surgeon-General.

(*a*) Nurses who prove themselves possessed of marked executive ability, good judgment, and tact may be recommended for promotion at the discretion of the commanding officer and the chief nurse.

(*b*) When a vacancy occurs in the grade of chief nurse the Surgeon-General (or if in the Division of the Philippines the chief surgeon) will assign an eligible nurse to that duty. All assignments or reductions, with the reasons therefor, in the Division of the Philippines will be promptly reported to the Surgeon-General.

(*c*) When required by climatic conditions the chief nurse may, with the approval of the officer in charge of the hospital, substitute the eight-hour day for the usual ten or twelve hours of ward duty.

(*d*) If a hospital is large enough to require it, one or more nurses may be assigned to duty as assistants to the chief nurse without extra pay.

REPORTS AND RETURNS.

14. On the last day of each month the officer in charge of a hospital will forward a return of female nurses to the Surgeon-General through the chief surgeon on blank form furnished by the Surgeon-General. On this should be noted all the changes, with dates, which have taken place in the status of the nurses since the last report. These returns should be carefully prepared, and furnish *full* information of the actual status of the nurses, including leaves of absence.

(*a*) The officer in charge of a hospital will forward to the Surgeon-General through the chief surgeon the quarterly and special efficiency reports prepared by the chief nurse, stating whether or not he concurs in the grading reported by her. He will also indorse thereon his report of the efficiency of the chief nurse, specifying in detail the character of the services rendered by her. (*See* paragraph 13.)

UNIFORM.

15. The uniform of the Army Nurse Corps will consist of a waist and skirt of suitable white material, adjustable white cuffs, bishop collar, white apron and cap according to patterns and specifications in the Surgeon-General's office.

(*a*) A nurse provides for the laundry of her uniform.

(*b*) The badge of the corps is the cross of the Medical Department in green enamel with gilt edge. This is pinned on the left side of the collar of the uniform or on a corresponding part of her dress when she is not in uniform.

(*c*) When a nurse is appointed she will be supplied with detailed instructions on this subject and will immediately procure her uniform. It will invariably be worn during her hours of duty.

(*d*) *Nurses not in uniform will not be allowed in the wards* without special permission of the chief nurse or officer in charge.

(*e*) No changes in the prescribed uniform of the Nurse Corps will be made without authority of the Surgeon-General.

RESERVE NURSES.

16. A nurse who has served faithfully and satisfactorily for at least six months and received an honorable discharge will be placed on the reserve list.

(*a*) Each reserve nurse must sign an agreement to enter active service in time of war or national emergency, or whenever she may be needed, and to report by letter to the Surgeon-General on the 1st of January and the 1st of July of each year. Reserve nurses wear the badge of the army nurses, but are not entitled to pay or allowances except when on active service.

(*b*) When called into active service they will be subject to all established rules and regulations and will receive the pay and allowances of nurses on the active list. They may be granted leave of absence with pay at the rate of two and one-half days per month of active service, not exceeding thirty days during any calendar year.

(*c*) A nurse will be dropped from the reserve list upon reaching the age of forty-five years, or if she ceases for five years to practise her profession, or if she becomes permanently incapacitated from ill-health, or for other good and sufficient reason. But a nurse shall not be dropped from the reserve list without due notice of the cause for such action and an opportunity to reply to any charges which may be made against her.

By command of Lieutenant-General Miles:

THOMAS WARD,
Acting Adjutant-General.

[We feel that all American nurses should be familiar with the regulations governing the Army Nurse Corps, and have given them in full, at the request of a number of our readers.—ED.]